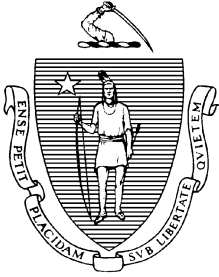


**Clerk of the Supreme Judicial Court for the Commonwealth of Massachusetts  
One Beacon Street, Boston, Massachusetts 02108  
(617) 557-1020**



Dear

Enclosed please find an updated Notice of the Assembly of the Record form. The updated version of this form requests the additional information of the *trial court entry date*, *date of the claim of appeal* and the *availability of a transcript*.

The Supreme Judicial Court and the Appeals Court request that your office use this form in all cases that are assembled for entry in both Courts effective July 1, 2004. This requested additional information is necessary for the development of time standards in the appellate courts recommended by The Visiting Committee on Management in the Courts, "The Monan Committee".

Please feel free to make any necessary adjustments in the format of the form as needed by your office.

There are no other changes in assembled record process.

If there are any questions or comments, please do not hesitate to contact Susan Mellen, Clerk, Supreme Judicial Court (617-557-1020) or Ashley Ahearn, Clerk of the Appeals Court (617-725-8106)

Thank you for your cooperation.

Very truly yours,

Susan Mellen, Clerk of  
the Supreme Judicial Court

Ashley Ahearn, Clerk of  
the Appeals Court